



# YOU'VE MADE IT THIS FAR. NOW TAKE THE NEXT STEP.

## INSTRUCTIONS FOR ADMITTED STUDENTS:

- Submit your deposit.
- Secure your space.
- Select your housing.
- And much more ...

## IMPORTANT DEPOSIT INFORMATION!

Tuition and housing deposits are due **May 1** (or the date listed in your admission letter) and are **nonrefundable**.

By submitting your deposit, you are committing to enroll at Marquette for the fall 2016 semester. **You should submit your deposit and other forms only once you have made your final decision to attend Marquette.** Remember, you may submit a deposit to only one college or university.

The tuition deposit will be credited toward your first-semester tuition costs. The housing deposit will be applied to your first-semester housing costs.

**Housing is assigned by lottery and not based on the date you pay your deposit.** There is no advantage in housing or registration by submitting a deposit before you are ready to commit to Marquette.



**BE THE  
DIFFERENCE.**



## NEXT STEPS

You have some additional steps to complete your enrollment — and, no doubt, some questions, too. Visit [marquette.edu/explore](http://marquette.edu/explore) for additional details and other helpful information. **All forms are submitted in your CheckMarq account using the Next Step link.**

### Submit your deposit, and secure your space in our incoming class

**IMPORTANT:** You will not be able to modify this section after submitting your deposit. **Deposits are not refundable.**

**Why this section is important:** Submitting your deposit means you are committing to attend Marquette for the upcoming term. Upon successful submission, you will have access to all other forms. You may submit a deposit to only one college or university.

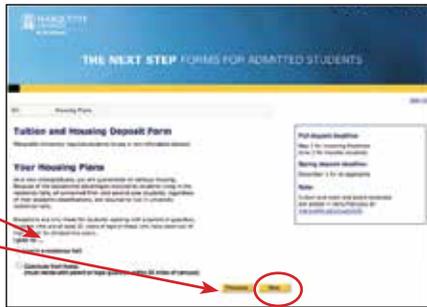
**What you'll need to have handy:** Have your credit card or a blank check (you will need your bank routing number and checking account number) to process an ACH electronic withdrawal from your account. Payments are processed by our payment vendor.

**What to do:** Click the Tuition and Housing deposit link. We will verify your housing preference and calculate your deposit.

**What's next?** You may continue to complete required information or return to your CheckMarq account to complete forms at a later time. Generally, you may continue to access the Next Step Forms until May 1. Refer to your admission letter for deadlines.

**Questions?** Contact Admissions at 414.288.7302.

1. Verify your housing plans by indicating if you will live at home or on campus. Then click **"next."**



2. Your deposit amount will be calculated based on your housing options or other factors. Accept your offer to enroll, and indicate if you will be using a credit card or e-check (ACH direct withdrawal from your checking account). Click **"submit."**

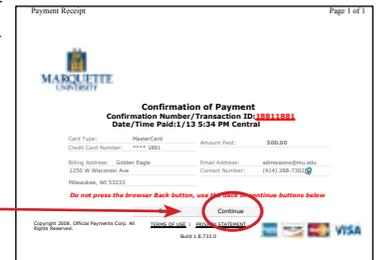


3. You will now be directed to our payment vendor. Complete the required pages to submit your payment.

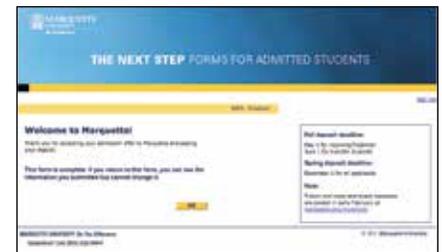


4. **IMPORTANT! After your payment has been accepted, a payment receipt will be displayed. Click "CONTINUE."**

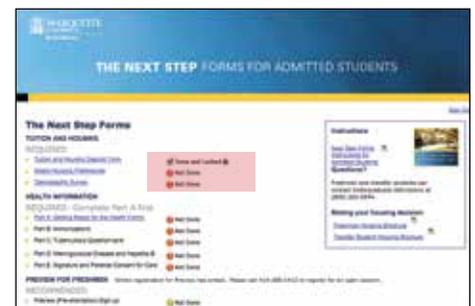
If you close the window, your payment will not post to your account, but you will still be charged. Clicking **"continue"** ensures that we receive your deposit and that it is credited to your account.



5. You're now officially a Marquette student! Woo hoo! Click **"OK"** to continue.



6. You have now returned to your dashboard and can see that your deposit has been submitted and all other forms have been unlocked (health forms require completion of Part A to unlock the other parts).



# So far, so good. If you elected to live on campus, you should now complete your housing preferences.

## Rank your housing preferences (residential students only)

**Why this section is important:** If you're going to live on campus, you'll join the more than 95 percent of incoming students who discover our residential communities and develop friendships with students from all over the world.

**What you'll need to have handy:** We'll ask you to rank your top four housing preferences. Review residence hall information at [marquette.edu/orl](http://marquette.edu/orl). Have your options ranked before beginning this section.

If you want to room with a particular student (or students), you'll need each person's name and Marquette ID number (not their CheckMarq username). Requests must be mutual, and hall/specialty living options must match.

**What to do:** Verify some basic information, choose roommate(s) (if applicable) and indicate your top four housing choices in order of preference. Select the Marquette meal plan, and indicate if you would like to be billed later for \$100 or \$500 in MarquetteCASH.

**Can I make changes?** After submitting your housing preferences, you may make changes until May 1.

**Questions?** Contact Residence Life at 414.288.7208.

1. Click "select housing preferences" to begin the process. Note: If you indicate a Marquette students with whom you would like to live, you'll need the student's Marquette ID (not his or her CheckMarq username). The Marquette ID begins with 005 or 006 and is nine digits long. Most students do not indicate a student with whom they would like to live.



3. There is only one meal plan at Marquette. Click "OK" to acknowledge the meal plan, and then click "next."



2. Your housing preferences should be ranked first through fourth choices. If you choose to change your order, you'll need to "blank out" the selection you have already made. In other words, change "third" to "blank."



4. MarquetteCASH is optional, and you can elect to be billed directly to add money to your ID. You'll be billed later for MarquetteCASH, so no payment is due now. Most students elect to add \$100 in MarquetteCASH.



*We think you're getting the hang of the system, so we'll hold off on screen shots for a little bit.*

## Complete the demographic survey

**Why this section is important:** To better plan for our incoming class and allocate resources accordingly, you will be asked a small number of questions about yourself. The information collected will be used in aggregate and not individually identifiable. Please answer each question as you are best able.

**What you'll need to have handy:** As the ancient Greeks said, "Know thyself."

**What to do:** Answer each question by selecting the appropriate checkbox, drop-down or radio button.

**Questions?** Contact Admissions at 414.288.7302.

## On to the health forms.

### Complete the required health information

**IMPORTANT:** You will not be able to modify the information in this section. **DO NOT** enter placeholder dates or click through the subsequent "Parts" to preview the forms because you will be locked out and not able to make changes.

**Why this section is important:** All newly admitted or readmitted students are required to submit proof of immunizations. The university will suspend course registration and financial aid disbursement if this section is not completed.

**What you'll need to have handy:**

- The date of your tetanus/diphtheria booster dose
- If born after 1957, the dates of your two MMR vaccines; OR your two measles, one mumps, one rubella vaccines; OR lab reports showing positive immunity
- Month and year you had chicken pox; OR dates of varicella No. 1 and No. 2; OR a lab report showing positive immunity

**For tuberculosis form:**

- Whether you have had a positive TB skin test; whether you have been in close contact with anyone with TB; countries you have traveled to (for more than two weeks) or lived in; and, if indicated, results of a TB test

**If under 18, your parent/guardian's consent for care and signature**

**What to do:** Review "Part A," the health forms checklist, gather the required dates as indicated on "Part A" and then continue to unlock the health information forms. If you are under 18, print and complete the parental consent form.

**Can I make changes?** You probably will not need to make changes to these forms, but you can update your information by contacting the Marquette University Medical Clinic.

**Questions?** Contact the Marquette University Medical Clinic at 414.288.7184.

1. Once you select "I am ready," all health forms will unlock. Please actually be ready. You'll need to have the dates listed above to complete your health forms. Do not enter placeholder dates because your forms will be accepted and locked. Locked forms can't be changed. You do not need a physical, but you may need to submit a consent for care form if you're under 18.

A screenshot of a web portal titled "THE NEXT STEP FORMS FOR ADMITTED STUDENTS". The main content area is "Health Form Part A - Getting Ready for the Health Forms". It contains a list of required information with checkboxes for completion status. A red sidebar on the right lists "Health Form Topics" with links to various forms. At the bottom, there are "Previous" and "Next" buttons.A screenshot of the same web portal, showing a checklist titled "The Next Step Forms". It lists various forms such as "ACCOMMODATION REQUEST", "HEALTH FORM PART A", "HEALTH FORM PART B", "TUBERCULOSIS FORM", "PARENTAL CONSENT FOR CARE", and "HEALTH FORM PART C". Each item has a checkbox and a "View Form" link. A sidebar on the right contains a "Making Your Health Forms" section with a "View Form" link.

3. A sneak peek of the health forms; each is similar.

A screenshot of the web portal showing "Health Form Part B - Immunization". It includes a "Health Form Topics" sidebar on the right with links to "Part A - Getting Ready for the Health Forms", "Part B - Immunization", "Part C - Tuberculosis", "Part D - Parental Consent for Care", and "Part E - Health Form Part C". The main content area contains instructions and a "View Form" button.

There is also a series of optional forms that follows. And, perhaps, a placement questionnaire for foreign languages (there are no other placement exams). Refer to the instructions after this page.

## RECOMMENDED FORMS TO SUBMIT

### PREVIEW (freshmen only)

Preview, which occurs in June, offers new first-year students and their families the opportunity to peer into what their lives will be like at Marquette. All new students are encouraged to attend. During Preview, you will meet the dean of your college and your academic advisers to discuss academic requirements, course selection, transfer of credits and fall registration. You will also learn about your residence hall, financial aid and how to get involved on campus.

The registration deadline for Preview is **June 1, 2016**, and registrations are handled in the order in which they are received. In most cases, we can accommodate a student's first or second choice of session date.

New students and their families may choose to attend a one-day session or an overnight session.

**Why this section is important:** Most future freshmen attend Preview to see campus, learn more about programs and services, and get a sneak peek at course registration. Preview attendance is optional but strongly encouraged.

**What you'll need to have handy:** Check your calendar. Preview offers one-day and overnight sessions in June. Refer to the calendar on the back of these instructions for details. There is a nominal cost for Preview. Have your credit card or a blank check (you will need your bank routing number and checking account number) to process an ACH electronic withdrawal from your account. Payments are processed by our payment vendor, Official Payments.

**What to do:** Choose an overnight or one-day option, and order your preferences of date. You'll need the names of any guests attending Preview with you, as well as your guests' housing needs (on-campus residence hall housing) and program options (evening and day, evening only or day only). Visit [marquette.edu/preview](http://marquette.edu/preview) for additional details.

**What happens after I submit my information?** The New Student Orientation office will assign sessions and provide additional confirmation details to each Preview attendee. Check your Marquette email for information.

**Can I make changes?** You must request changes through the New Student Orientation Office, and we advise that you not commit to a session unless you are able to attend.

**Questions?** Contact Orientation at 414.288.1412.

### Parent information form

**Why this section is important:** The Parents Association supports parental involvement in students' education. By joining, your parents will receive periodic updates about campus events, Family Weekend and other happenings.

**What you'll need to have handy:** Please have contact information for your parent(s) — home and business — and any affiliations your parents have with community organizations. We'd also like to know if your folks are Marquette alumni and any other colleges they attended. If you have siblings who attend or attended Marquette, we'd like to know that, too.

**What to do:** It's pretty easy to figure this one out.

**Can I make changes?** All information changes must be made through the Parents Association.

**IMPORTANT:** Entering information here will not affect your emergency contact information, nor will submitting this information grant your parents access to your student account. You may grant guest access to your parents or any other person in your CheckMarq student center. You are not required to provide guest access to any individual.

**Questions?** Contact the Parents Association at 414.288.4497.

### Disability accommodation/services request

**Why this section is important:** Your success as a student is important to us. If you have a disability and think you need accommodations, please complete this form. All information is confidential. It's important to note that this is the first step in registering for accommodation services from Marquette.

**What to do:** Check the boxes next to all diagnoses you have received and the services you will need from Marquette.

**What happens after I submit my information?** An Office of Student Educational Services specialist will contact you to discuss any additional information you may need to provide.

**Questions?** Contact the Office of Student Educational Services at 414.288.3270.

### Foreign language placement

**Why this section is important:** You may be required to complete a foreign language placement questionnaire online.

**What to do:** Students admitted into the colleges of Arts and Sciences and Communication and speech pathology and international business majors must complete the questionnaire. Any student may complete the questionnaire to determine placement into a foreign language. Visit [marquette.edu/foia](http://marquette.edu/foia) for additional information.

**Questions?** Contact the Department of Foreign Languages and Literatures at 414.288.7063.

## EVERYTHING ELSE

Go to [marquette.edu/explore](http://marquette.edu/explore) for more information about Preview, orientation, computers, student employment, athletic tickets, downloads and much more, including:

### AP, IB, college credit

Submit all test results and transcripts no later than August 1. Exam scores and college transcripts received in June should post to your account in time for class registration in mid-July.

### Banking

U.S. Bank maintains a branch office in the Alumni Memorial Union. All ATMs on campus are part of the U.S. Bank network. Many other regional and national banks are located within walking distance of campus.

### Calendar

Some helpful dates can be found on the last page of these instructions. A complete university calendar is posted at [marquette.edu/calendar](http://marquette.edu/calendar). The undergraduate calendar follows "Session 1" listings.

### Campus jobs

Campus job information is provided during Preview and again at New Student Orientation.

### Cars

Many students do not bring a car because students receive a bus pass for unlimited use of Milwaukee County Transit. Marquette also has two Zipcars ([zipcar.com/marquette](http://zipcar.com/marquette)). If you bring a car, you can purchase your parking permit and find additional details at [marquette.edu/parking](http://marquette.edu/parking).

### Course registration

Course registration materials will be provided at Preview or mailed to you in early July (if you choose not to attend Preview). Included will be a recommendation for your first-semester class schedule.

### Email

Visit [emarq.marquette.edu](http://emarq.marquette.edu) to access your email online. Your username and password are the same as your access into CheckMarq. Your Marquette email account is the official means of communication with the university.

### Financial aid

If you filed a FAFSA ([fafsa.gov](http://fafsa.gov)) for financial aid consideration, a financial aid award will be posted to your CheckMarq student center beginning in mid-March. You must log into your student center to accept or decline any aid.

### Housing

Housing is guaranteed; space is assigned by lottery. Assignments are sent in mid-June to your Marquette email account.

### Move-in

Refer to the calendar on the back page of this document to find the date on which you can report to campus.

### What to bring to campus

The Office of Residence Life will provide additional details and suggestions with your housing assignment in mid-June.

### Pharmacy

Walgreens is located on campus at 16th Street and Wisconsin Avenue.

### Placement exams

Students in the College of Business Administration will be sent information about math placement before registration. Students pursuing foreign languages, or programs requiring a language, should visit [marquette.edu/foia](http://marquette.edu/foia). There are no other placement exams at Marquette (enjoy your summer)!

## THINGS YOU NEED TO DO:

### May 1

Submit your nonrefundable deposit.  
Rank your housing preferences.  
Complete the demographic survey.

### June 1

Register for Preview (optional).

### June 15

Complete the foreign language placement questionnaire at [marquette.edu/foia](http://marquette.edu/foia).  
There are no other placement tests.  
Request AP/IB/college transcripts for transfer credit (scores and transcripts are typically received by mid-July).

### July 1

Complete the Health Information Form. (No physical is required.)  
Complete the Parent Information Form (optional).  
Your final high school transcript is due.

## TIMELINE

<b>Feb. 1</b>	Scholarship and scholars programs application deadline, <a href="http://marquette.edu/explore">marquette.edu/explore</a>
<b>Feb. 15</b>	General (Père Marquette) award notification; financial aid recommended deadline, <a href="http://fafsa.gov">fafsa.gov</a>
<b>Mid-March</b>	Special scholarship and scholar program winners notified; financial aid offers posted in CheckMarq
<b>May 1</b>	Deadline to submit tuition and housing deposit form or let Marquette know you have decided to go elsewhere
<b>Mid-June</b>	Receive information about roommate(s) and assigned residence hall in your Marquette email account
<b>June 12–13, 16–17, 19–20, 23–24</b>	Preview: optional pre-orientation program, <a href="http://marquette.edu/preview">marquette.edu/preview</a>
<b>Early July</b>	Receive tentative schedule for New Student Orientation; receive information about refrigerator rentals, insurance, lofts, room sizes, etc.
<b>Mid-July</b>	Start registering for classes through your CheckMarq account
<b>End of July</b>	Receive first-semester bill from the university if you register for classes in July; if you register for classes in August, bill for fall semester will be mailed in early September
<b>Early August</b>	Receive housing contract from the Office of Residence Life; credit for advanced placement, international baccalaureate work or college course work posted to your CheckMarq account ( <a href="http://marquette.edu/bulletin">marquette.edu/bulletin</a> for credit policy)
<b>Aug. 24</b>	Orientation begins, <a href="http://marquette.edu/orientation">marquette.edu/orientation</a> ; new student move-in
<b>Aug. 29</b>	First day of classes

## DATES TO REMEMBER

### FALL SEMESTER 2016

Aug. 24	New students report to campus
Aug. 24–28	New Student Orientation
Aug. 29	Classes begin
Oct. 2–4	Family Weekend
Nov. 23–27	Thanksgiving holiday
Dec. 12–17	Final exams
Dec. 18–Jan. 15	Christmas holiday

### SPRING SEMESTER 2017

Jan. 16	Martin Luther King, Jr., Day; classes excused
Jan. 17	Classes resume
March 12–19	Spring break
April 13–17	Easter holiday
May 8–13	Final exams

## IMPORTANT PHONE NUMBERS:

Office hours are 8 a.m. to 4:30 p.m. CT unless noted.

**Disability Services** (accommodations and special needs)  
[marquette.edu/oses/disability](http://marquette.edu/oses/disability)  
414.288.1645

**Educational Opportunity Program** (8:30 a.m. to 4:30 p.m.)  
414.288.7593

**Information Technology Services** (CheckMarq access, computers)  
[marquette.edu/its](http://marquette.edu/its)  
414.288.7799

**Marquette Central** (all student services: financial aid, FAFSA, campus jobs, tuition payment, billing plans, registration)  
[marquette.edu/mucentral](http://marquette.edu/mucentral)  
414.288.4000

**Marquette University Medical Clinic** (health forms, immunizations, insurance)  
[marquette.edu/medical-clinic](http://marquette.edu/medical-clinic)  
414.288.7184

**New Student Orientation** (Preview, orientation)  
[marquette.edu/osd](http://marquette.edu/osd)  
414.288.6906

**Office of Residence Life** (housing, move-in)  
[marquette.edu/orl](http://marquette.edu/orl)  
414.288.7208

**Office of Undergraduate Admissions** (AP and IB credit)  
[marquette.edu/explore](http://marquette.edu/explore)  
414.288.7302

You may wish to contact your college office if you have questions about transferring college course work.

**Helen Way Klingler College of Arts and Sciences**  
414.288.7059

**College of Business Administration**  
414.288.7142  
Monday–Thursday 8 a.m. to 6 p.m.  
Friday 8 a.m. to 5 p.m.

**J. William and Mary Diederich College of Communication**  
414.288.7133

**College of Education**  
414.288.7375

**Opus College of Engineering**  
414.288.7079

**College of Health Sciences**  
414.288.5053

**College of Nursing**  
414.288.3800  
8:30 a.m. to 4:30 p.m.

For questions about living off campus for advanced-standing and married students, please call 414.288.7281.